



DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0701N17

PARALEGAL I **** This is a Career Ladder Series****

Opening Date: July 26, 2017 **Closing Date:** August 10, 2017

Salary: \$29,825 - \$37,281 per year (Minimum - Midpoint) Pay Grade 9*

Recruiting For: Delaware Supreme Court, Regulatory Arms of the Court, Office of Disciplinary Counsel

Location: City of Wilmington (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is paraprofessional legal work involving administrative and judicial proceedings within Delaware Supreme Court, Regulatory Arms of the Court, Office of Disciplinary Counsel. This incumbent reports to Disciplinary Counsel and is responsible for reviewing and researching legal issues; documenting and preparing legal correspondence relating to inquiries and requests for court action; preparing court forms, documents, draft correspondence, orders, and opinions for judicial action. Work priorities are self-determined to ensure that case deadlines are met. An employee will become eligible for consideration to move to the next level of the career ladder – Paralegal II – after one year within this classification, once he or she meets the minimum qualifications and performance requirements for the higher level, and possesses the ability to perform at that level.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. At least six months experience in preparing and maintaining legal documents and case files.

2. At least six months experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, customers, staff, or others.
3. At least six months experience in legal research which includes researching statutes, regulations, case law, and background information.
4. At least six months experience in analyzing and evaluating data.
5. Knowledge of legal terminology.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801-3700

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer